

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Employment Development Department

Number: B97-78

Date: January 8, 1998

Expiration Date: 3/31/98

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: SDA SUBCONTRACTOR MONITORING TRAINING

This is to announce the Capacity Building Unit (CBU) of the Job Training Partnership Division (JTPD) will provide a new training workshop on Service Delivery Area (SDA) Subcontractor Monitoring. This one-day session is designed for both new staff and those with some experience in Job Training Partnership Act (JTPA) subcontractor monitoring. The course will quickly review the basics of monitoring including the cycle, components, types and methods. However, the main focus of this class will be on understanding a contract and how to develop/customize a monitoring guide. This session will not cover fiscal monitoring specifically as that will be the subject of a subsequent training session. *All who attend this session must be very familiar with the Department of Labor's "Monitoring Technical Assistance Guide" (TAG) of 1992, as it is the foundation for this session.* In keeping with CBU training guidelines, attendees should also plan for plenty of hands-on participation in this fast-paced training session.

The training session is scheduled for February 19, 1998, and is limited to 25 participants. It will take place at the Employment Development Department's Management and Staff Development Training Center, 1808 14th Street, Sacramento CA 95814, from 8:30 a.m. to 4:00 p.m. In accordance with Directive D95-8, travel costs will not be reimbursed by the JTPD.

All SDA staff monitors who are interested in attending this training should complete and fax the attached registration form. The class will be filled on a first-come, first-served basis (of registrations received via mail or fax, not by phone), with a two-person limit per

each SDA. Based on demand, a second session may be scheduled in March. Also, if your SDA is interested in hosting this training for your staff and neighboring SDA staff, please indicate your desires on the registration form.

If you have any questions, please contact Don MacMillan at (916) 654-8308.

/S/ BILL BURKE
Acting Assistant Deputy Director

Attachment

SDA SUBCONTRACTOR MONITORING TRAINING REQUEST FORM

This form should be completed and faxed to:

**Employment Development Department
Job Training Partnership Division
Attention: Don MacMillan
FAX: (916) 654-9657 or 654-9586**

SDA Subcontractor Monitoring Training is requested for the following individuals:

Name: _____	Name: _____
SDA: _____	SDA: _____
Phone: _____	Phone: _____

This form may also be used to request SDA Subcontractor Monitoring training from the Job Training Partnership Division's Capacity Building Unit (CBU). The CBU will provide the trainers for the one day course, as well as the applicable training materials at no charge to the Service Delivery Area (SDA). In return, the host SDA agrees to provide a list of attending participants to the CBU in advance of the training date and provide adequate facilities for the class. Class size is limited to 25 participants.

Please indicate below your choices for potential training dates. These dates should reflect a minimum of 60 days lead time (from submitting this form) to allow for adequate planning.

1st Date: _____ **2nd Date:** _____ **3rd Date:** _____

Please indicate the person you would like us to contact regarding confirmation of your selected dates and arrangements for the training.

Name: _____	SDA: _____
Phone: _____	FAX: _____
Address: _____	

This form is being submitted by _____ phone number _____